

REQUEST FOR TRANSFER

TO NON-TENURE TRACK CLASSIFICATION

DATE: _____

TO: Dr. W. Ken Harmon, Provost and Vice President for Academic Affairs
Name and Title of Administrator

I am currently employed as a non-tenured _____

Rank and Title

on tenure track at Kennesaw State University.
Institution

In accordance with the Policies of the Board of Regents, I hereby request that my present position be reclassified as a non-tenure track position effective _____.
Date

I am familiar with the non-tenure track policy of the Board of Regents (copy attached) and I make this request for reclassification of my position freely and voluntarily, without any assurance of my retention, promotion, or reward by my superiors or others at this institution.

I understand that this request for reclassification may or may not be approved.

_____	_____	_____
Name	Signature	Date

ACTION TAKEN:

I recommend that this request be:

_____	_____	_____
Approved/Denied	Dean	Date

_____	_____	_____
Approved/Denied	VPAA	Date

_____	_____	_____
Approved/Denied	President	Date